



Job Announcement

Position: Accountant/Auditor III, Professional
Department: Accounting
Annual Salary: \$44,004.00
Supervisor: Tony Williamson

Accounting Division:

Services provided through the Accounting Department include accounts payable, accounts receivable, cash management, investment accounting, property accounting, budgeting, expenditure monitoring, financial reporting, and other finance and general accounting functions. Also through this department procurement services are provided. The procurement section is responsible for making certain that goods and services are properly procured in accordance with state laws, regulations and policies regarding both open-market and state contract purchases.

Duties:

- Performs thorough audit examinations and analyses of bank accounts; which include source documents, ACH return items, and check registers.
- Prepare miscellaneous receipts for deposit to the appropriate bank accounts and record journal entries as needed.
- Research internal documents and interface with the cash management bank to resolve NSF's, duplicate EFT's, and other errors and problems involving cash receipts. Explain and presents audit findings to supervisor and management as needed.
- Maintain accounting records and perform required reconciliations in order to provide accurate accounting data for management.
- Recommends changes in operations and financial activities.
- Reconciles, or notes and reports, discrepancies found in records.
- Analyzes reports, transaction details, and spreadsheets, in order to summarize financial data utilized in financial reporting.
- Inspects accounting books and systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to transactions.
- Prepares and reviews reports for accuracy of application of accounting principles and conformity with established departmental policies.
- Devises plans to meet and complete all daily tasks, follow-up on outstanding issues, and special projects assigned.

Education and Experience Requirements: The preferred candidate for this position will have a Bachelor's Degree in Accounting from an accredited four-year college or university with a minimum of 24 hours of accounting courses and at least two (2) years of work experience in accounting or auditing.

If you are interested in this position, please submit your application to Human Resources on or before Wednesday, January 20, 2016.